



**NAVFAC/Marine Corps E2E Conference**  
**“Data Integrity - How Do We Get There From  
Here?”**

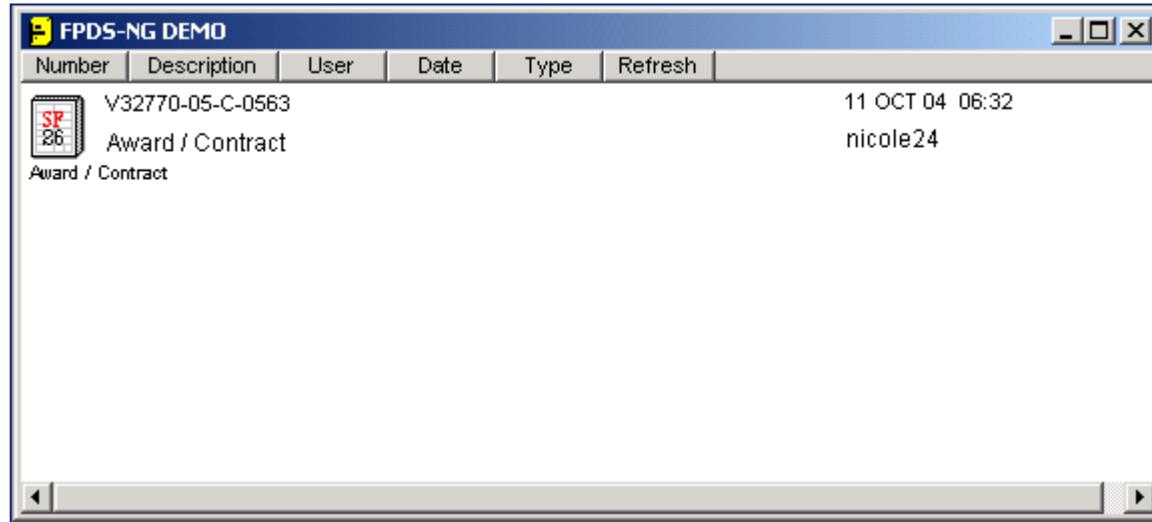
**FPDS-NG**

**Jennapher Howard-Washington**

## Creating CARs for Awards, Mods, and Orders

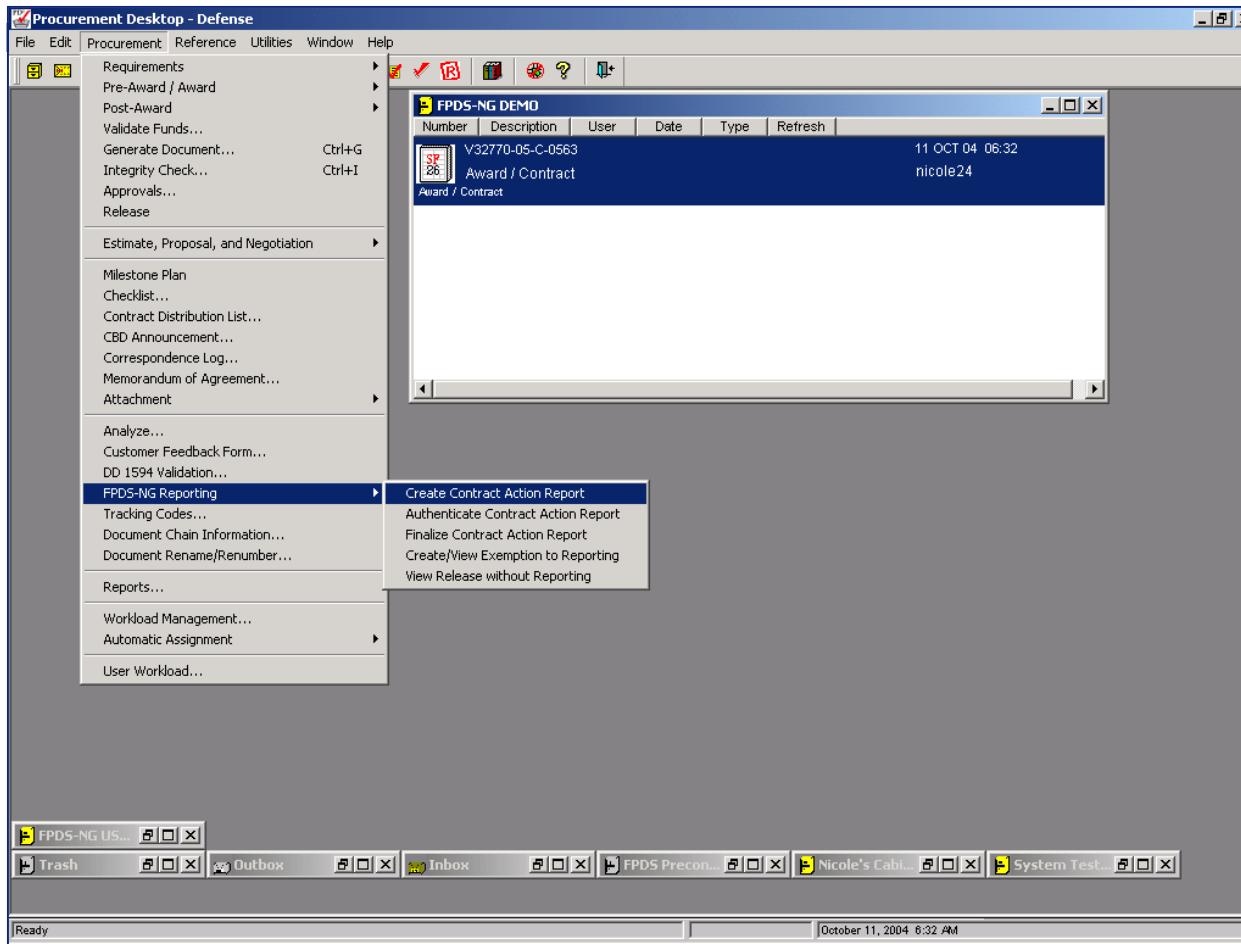
## STEP 1

- Prepare the Contract Action



## STEP 2

- Highlight the award and select Procurement → FPDS-NG Reporting → Create Contract Action Report from the



## STEP 3

- In most cases, you will accept the default values in the Create New FPDS-NG Contract Action Report window.

**Create New FPDS-NG Contract Action Report**

**Number:** V32770-05-C-0563

**Description:** FPDS-NG Contract Action Report

**FPDS-NG Identifying Information**

Multiple CAR

PIID: V3277005C0563 Mod. No.: 0 Ref. IDV: Trans. ID:

**FPDS-NG Report Type Selection**

Award  IDV

**Award/IDV Type:** D - Standalone Contract (SAC)

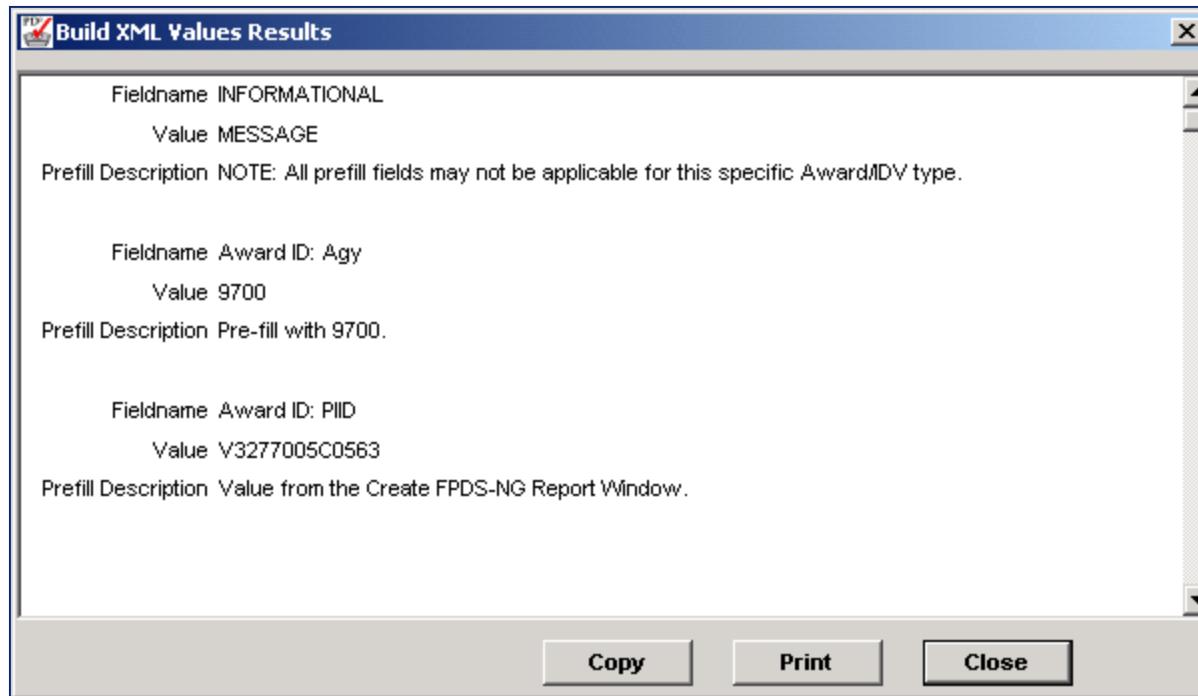
**Vendor Information**

**CCR Exception:** Not Applicable

CODE NA100  
NATIONAL DEFENSE UNIVERSITY  
CONTRACTING OFFICE  
ATTN: NDU-LG-P, BUILDING 62  
FORT LESLIE J. MCNAIR  
WASHINGTON,, DC 20319

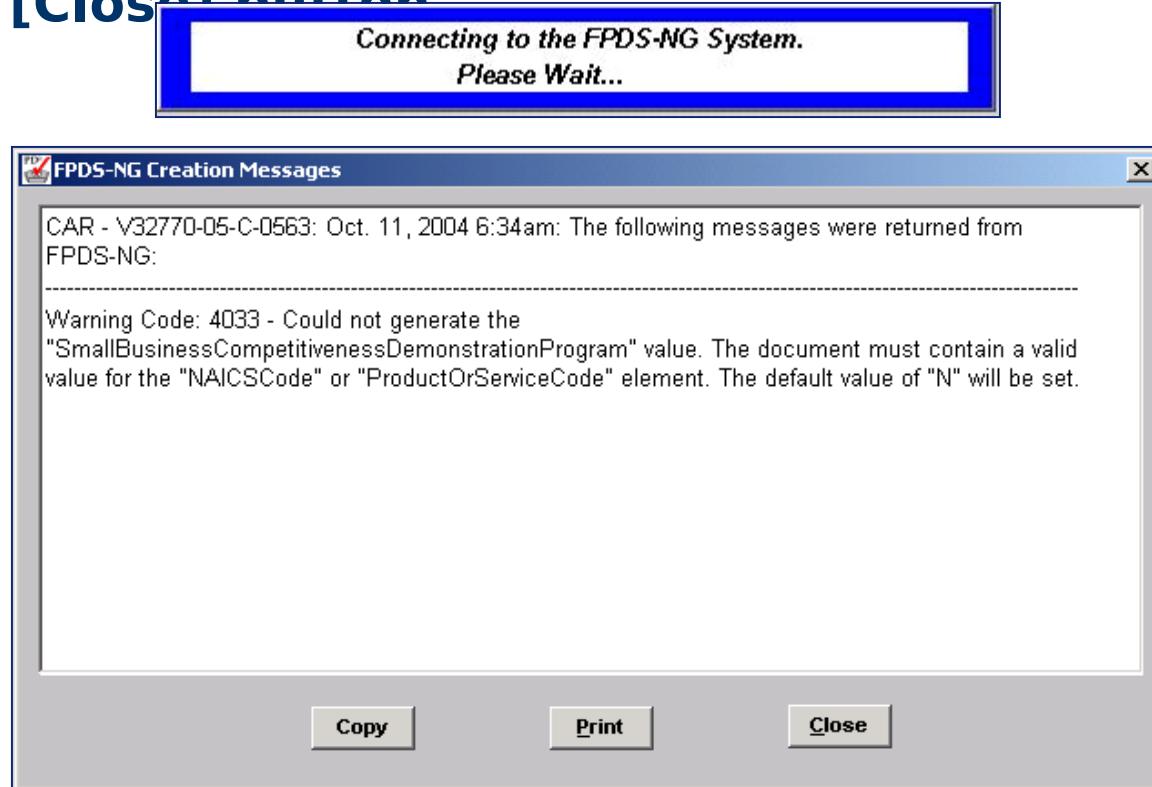
**Buttons:** OK Cancel

- The Build XML Values Results window displays the data that is sent.



- This window will appear any time the CAR is updated with data from PD2.

- Once the FPDS-NG Creation Messages window opens, click the [Close] button



- This window will appear whenever PD2 receives messages from FPDS\_NG

- The FPDS-NG web site opens in an Internet browser and displays a pre-filled CAR using data from PD2.

FPDS-NG : CACISA1791 [ Award ] - Netscape

File Edit View Go Bookmarks Tools Window Help

<https://beta.fpdsng.com/common/jsp/LaunchWebPage.jsp?command=execute&requestid=99388&version=1.2>

Bugzilla FPDS-NG BETA GCE Company... FPDS-NG : CACISA1791 [ Award ]

New Save Draft Validate Approve Correct Modify Void Save Tmpl Delete Print Help

General Information			
Award Type:	Stand Alone Contract	Agy	PHID
Award Status:	Draft	9700	V3277005C0563
Prepared By:	CACISA1791	Referenced IDV ID:	
Prepared Date:	10/11/2004 05:32:18	Reason For Modification:	
Last Modified By:	CACISA1791	Solicitation ID:	
Last Modified Date:	10/11/2004 05:32:18		
Dates			
Date Signed (mm/dd/yyyy):		Action Obligation:	\$7,380.00
Effective Date (mm/dd/yyyy):	10/11/2004	Base And Exercised Options Value:	\$7,380.00
Completion Date (mm/dd/yyyy):	12/17/2004	Base And All Options Value:	\$7,380.00
Est. Ultimate Completion Date (mm/dd/yyyy):	12/17/2004	Fee Paid for Use of IDV:	\$0.00
Purchaser Information			
Contracting Office Agency ID:	1700	Contracting Office Agency Name:	NAVY, DEPARTMENT OF THE
Contracting Office ID:	NA100	Contracting Office Name:	
Funding Agency ID:		Funding Agency Name:	
Funding Office ID:		Funding Office Name:	
Funded By Foreign Entity:	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	Select One
Contractor Information		Socio Economic Data	
CCR Exception: PLEASE SELECT CCR EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON			
Name:	A AND S MACHINERY INCORPORATE	<input type="checkbox"/> Veteran Owned	<input type="checkbox"/> Asian Pacific
DBAN:		<input type="checkbox"/> 8(a) Firm	<input type="checkbox"/> Service Disabled Vet
Street:	14633 CARMENITA RD	<input type="checkbox"/> Hub Zone	<input type="checkbox"/> Local Government
Street2:		<input type="checkbox"/> SDB	<input type="checkbox"/> Minority Institution
City:	NORWALK	<input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> American Indian
State:	CA	<input type="checkbox"/> HBCU	<input type="checkbox"/> State Government
Zip:	906505229	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Federal Government
<input type="checkbox"/> Tribal Government <input type="checkbox"/> Black Owned <input type="checkbox"/> Native American <input type="checkbox"/> Asian Indian <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Hispanic Owned <input type="checkbox"/> Emerging Small			

Done

## STEP 4

- Enter “Date Signed” then validate the CAR within FPDS-NG by clicking on ‘Validate’. Complete the CAR fields in FPDS-NG, save and exit the FPDS-NG web site.

**FPDS-NG : CACISA1791 [ Award ] - Netscape**

File Edit View Go Bookmarks Tools Window Help

https://beta.fpdsng.com/DataCollection/contracts/jsp/awardBaseController.jsp

Bugzilla FPDS-NG BETA GCE Company...

FPDS-NG : CACISA1791 [ Award ]

New Save Draft Validate Approve Correct Modify Void Save Tmpl Delete  
Print Help

The 'VALIDATE' does not save changes made after the last 'SAVE DRAFT'. Please save all the changes since the last 'SAVE DRAFT'.

1. Mandatory element: "FundingRequestingOfficerID" is missing for the Award.  
 2. Mandatory element: "signedDate" is missing for the Award.  
 3. Mandatory element: "countryCode" is missing for the Award.  
 4. Mandatory element: "contractingOfficerBusinessSizeDetermination" is missing for the Award.  
 5. Mandatory element: "countryOfOrigin" is missing for the Award.  
 6. Mandatory element: "useOfEPADesignatedProducts" is missing for the Award.  
 7. Mandatory element: "performanceBasedServiceContract" is missing for the Award.  
 8. Mandatory element: "solicitationProcedures" is missing for the Award.  
 9. Mandatory element: "extentCompeted" is missing for the Award.  
 10. Mandatory element: "FundingRequestingAgencyID" is missing for the Award.  
 11. Mandatory element: "evaluatedPreference" is missing for the Award.  
 12. Mandatory element: "typeOfSetAside" is missing for the Award.  
 13. Mandatory element: "productOrServiceCode" is missing for the Award.  
 14. The "Number of Offers Received" must be between 1 and 999.

**General Information**

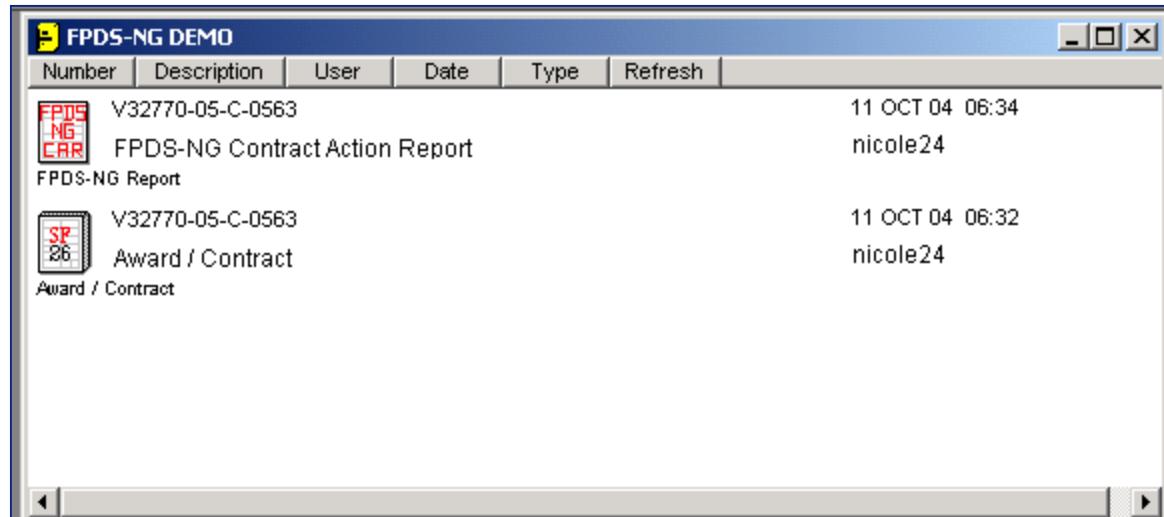
Award Type:	Stand Alone Contract	Agy	PIID	Mod No	Transaction No
Award Status:	Draft	Award ID: *	9700	V3277005C0563	0 0
Prepared By:	CACISA1791	Referenced IDV ID:			
Prepared Date:	10/11/2004 05:32:18	Reason For Modification:			
Last Modified By:	CACISA1791	Solicitation ID:			
Last Modified Date:	10/11/2004 05:32:55				

**Dates**      **Amounts**

Date Signed (mm/dd/yyyy) : *	10/11/2004	Action Obligation: *	\$7,380.00
Effective Date (mm/dd/yyyy) : *	10/11/2004	Base And Exercised Options Value: *	\$7,380.00
Completion Date (mm/dd/yyyy) : *	12/17/2004	Base And All Options Value: *	\$7,380.00
Est. Ultimate Completion Date (mm/dd/yyyy) : *	12/17/2004	Fee Paid for Use of IDV:	\$0.00

Done

- The CAR icon now displays on the user's PD2 desktop in the respective cabinet/folder.



## STEP 5

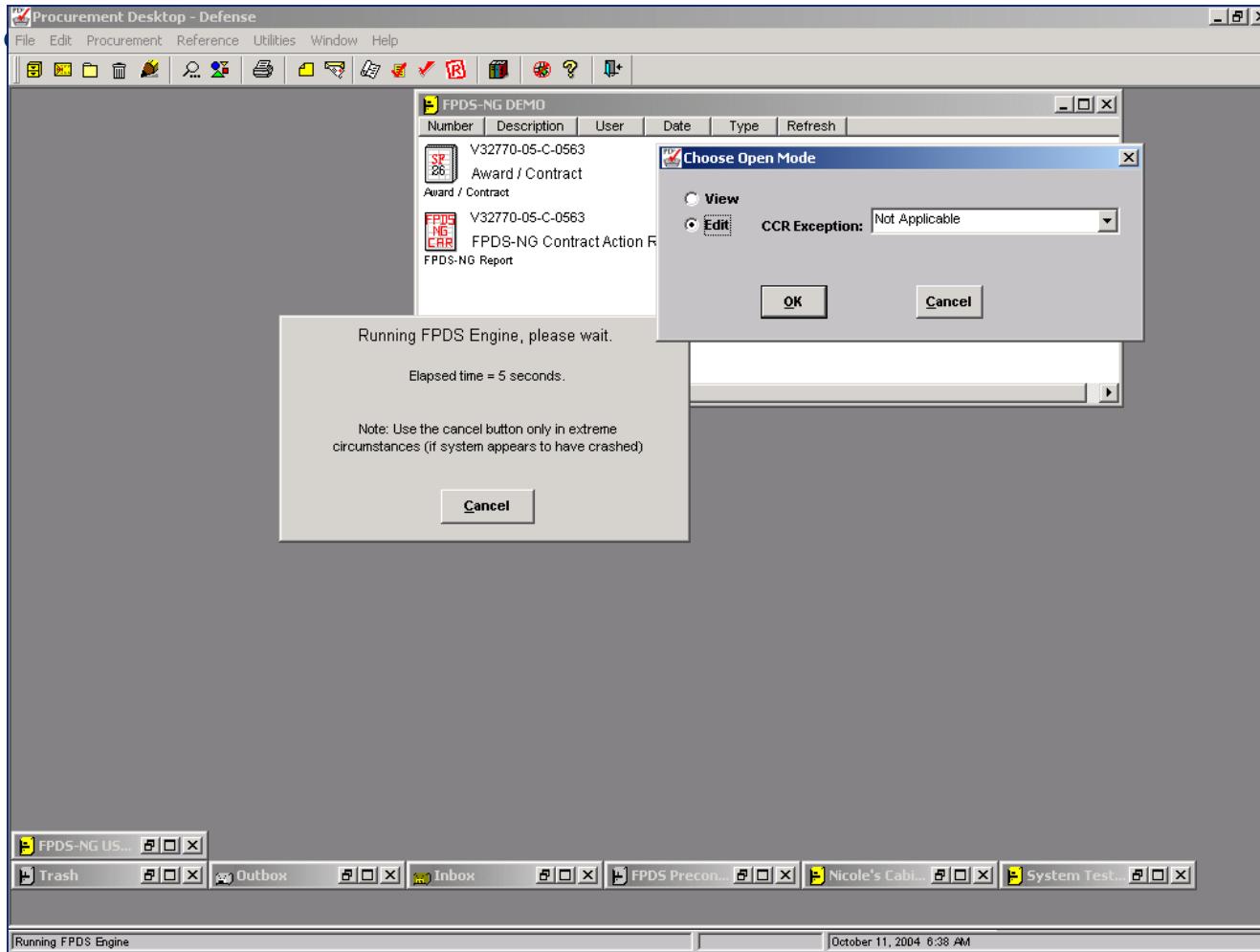
- If you received errors related to PD2 pre-filled data, return to PD2 to make corrections on the award. The FPDS-NG Integration QUICK REFERENCE GUIDE will help users distinguish between FPDS-NG and PD2 prefill fields.**
- Edit the Award as necessary in PD2, run pre-approval checks, and generate the award.**

**Line Item Detail**

Detail	Description	Pricing	Funding	Shipping	Payment	Local Info			
Line Item Number: 0001	Firing Attachment	Global Chg...							
<input type="button" value="Add"/>	Manufacturer:								
<input type="button" value="▲"/>	Manufacturer Part Number:								
<input type="button" value="▼"/>	Vendor Part Number:								
<input type="button" value="▼"/>	Prod / Cat Number:			Cognizance Sym:					
	Drawing Number:			Media/Status CD:					
	Spec. Number:	Piece Number:							
	Serial Number:	Model Number:							
	Brand Name/Sole Source: BN	SMIC:	Color:						
	Size:			Signal CD:					
Suggested Contract Vehicle/GSA Schedule:									
Project:	FSC: 1005		WSC:						
Execution Method:	PROG: 1005 GUNS, THROUGH 30 MM								
Date:	1010 GUNS, OVER 30 MM UP TO 75 MM								
	1015 GUNS, 75 MM THROUGH 125 MM								
	1020 GUNS, OVER 125 MM THROUGH 150 MM								
	1025 GUNS, OVER 150 MM THROUGH 200 MM								
	1030 GUNS, OVER 200 MM THROUGH 300 MM								
<b>Inspection/Acceptance</b>									

## STEP 6

- Highlight and edit the CAR to resend the data from the CAR.



## STEP 7

- FPDS-NG opens again and the relevant data is updated on the CAR.

FPDS-NG : CACISA1791 [ Award ] - Netscape

File Edit View Go Bookmarks Tools Window Help

https://beta.fpdsng.com/common/jsp/LaunchWebPage.jsp?command=execute&requestid=99390&version=1.2

Bugzilla FPDS-NG BETA GCE Company...

FPDS-NG : CACISA1791 [ Award ]

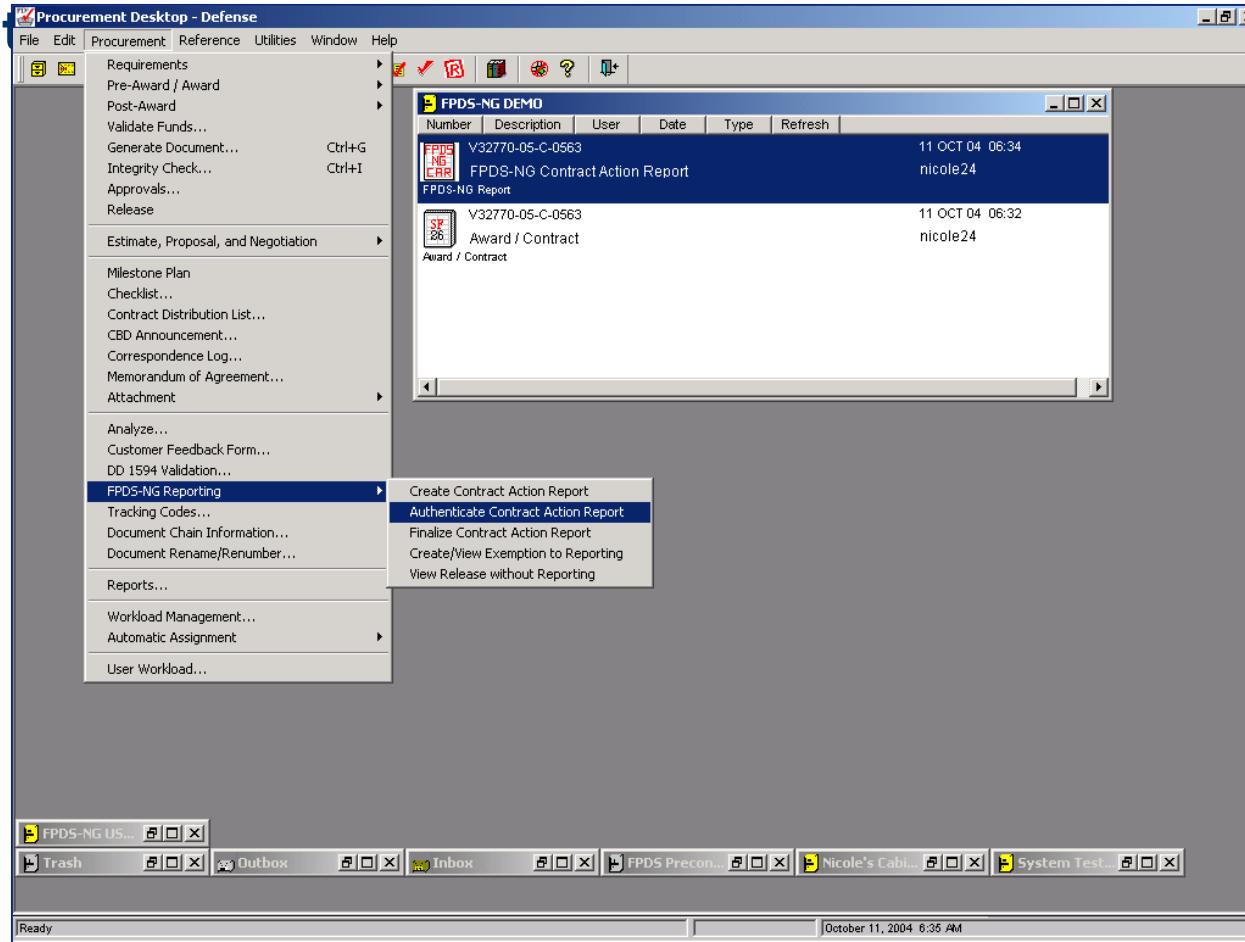
Contract Financing:	Select One
Cost Accounting Standards Clause:	<input type="checkbox"/>
Number Of Actions:	1
<b>Legislative Mandates</b>	
Clinger Cohen Act:	<input type="checkbox"/>
Service Contract Act:	<input type="checkbox"/>
Walsh-Healey Act:	<input type="checkbox"/>
Davis-Bacon Act:	<input type="checkbox"/>
<b>Principal Place of Performance</b>	
Principal Place Of Performance Code (State, Location, Country):	NJ 00238 US <input type="button" value="..."/>
Principal Place Of Performance Name:	A COUNTRY PLACE
<b>Product Or Service Information</b>	
Product/Service Code:	1005 <input type="button" value="..."/> Description: GUNS, THROUGH 30 MM
Principal NAICS Code:	111160 <input type="button" value="..."/> Description: RICE FARMING
Bundled Requirements:	Not a bundled requirement <input type="button" value="..."/>
System Equipment Code:	Select One <input type="button" value="..."/>
Country of Origin:	CA <input type="button" value="..."/> CANADA
Place of Manufacture:	Select One <input type="button" value="..."/>
Use Of Recovered Material:	No Clauses Included <input type="button" value="..."/>
InfoTech Commercial Item Category:	Select One <input type="button" value="..."/>
Claimant Program Code:	Select One <input type="button" value="..."/>
Sea Transportation:	Select One <input type="button" value="..."/>
GFE/GFP Provided Under This Action:	<input type="checkbox"/>
Use Of EPA Designated Products:	Not Required <input type="button" value="..."/>
Description Of Requirement: (4000 characters)	Firing Attachment
<b>Competition Info</b>	
Extent Competed For Referenced IDV:	Full and Open Competition <input type="button" value="..."/>
Extent Competed:	Simplified Acquisition <input type="button" value="..."/>

Done

- Run validation again and verify within FPDS-NG that the document passes all validations, Save Draft and exit FPDS-NG.

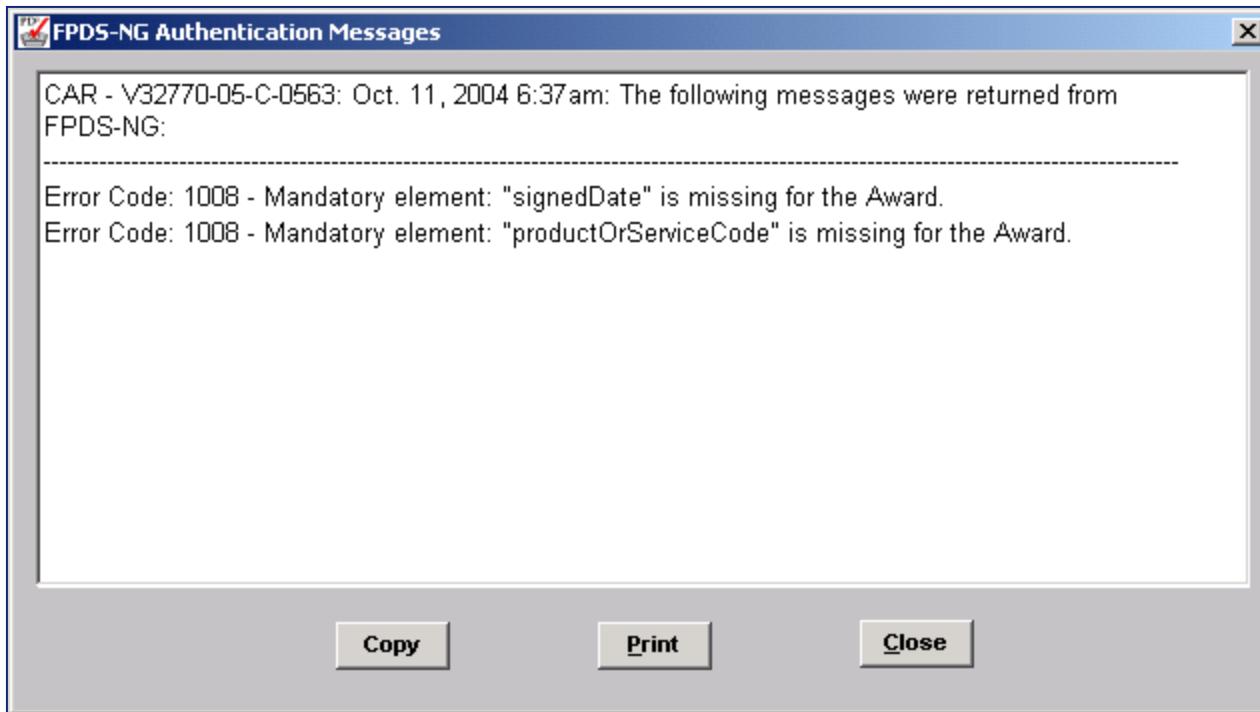
## STEP 8

- Authenticate the CAR by highlighting and selecting Procurement → FPDS-NG Reporting → Authenticate Cont.



## STEP 9

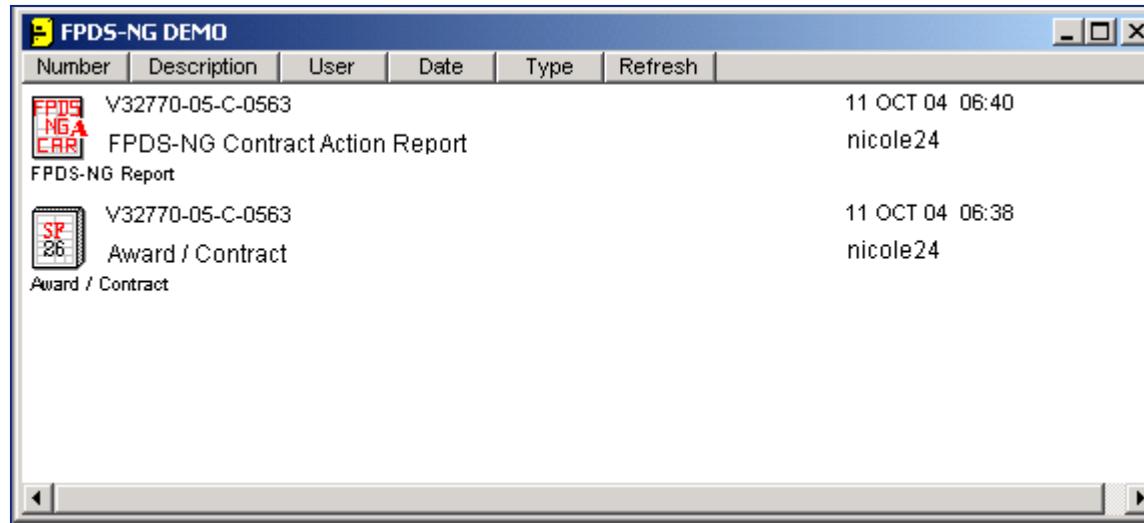
- During authentication, PD2 will check to ensure that the CAR has been validated in FPDS-NG and will display any remaining validation error messages returned by FDPS-NG.



- If, there are remaining errors follow steps 5 - 9 until no errors present.

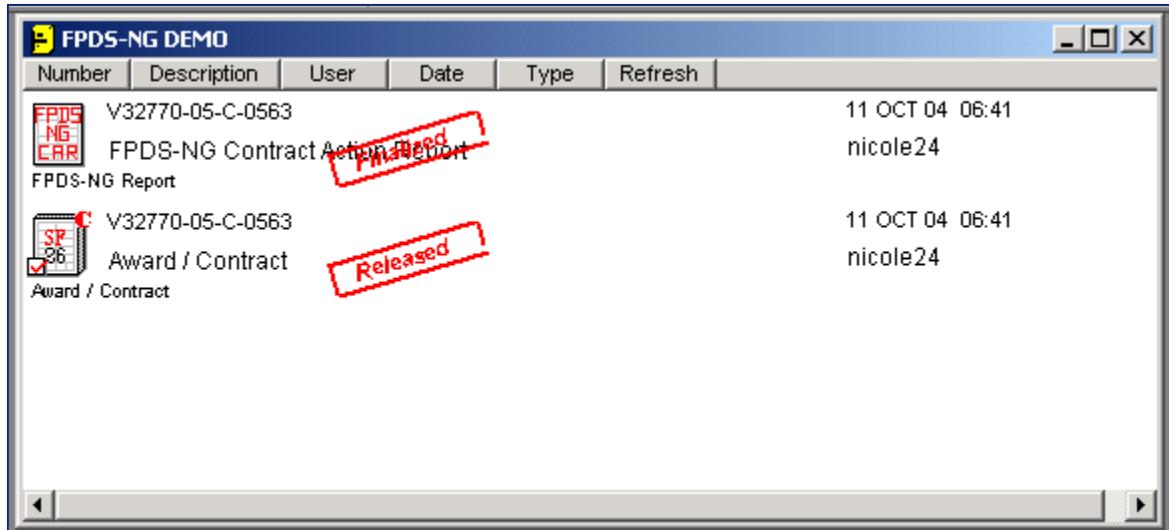
## STEP 10

- The CAR passes validation and displays the “A” icon.



## STEP 11

- Approve, and release the award. The CAR is updated with the actual Date Signed and is finalized during the release process. The Finalized stamp displays.



- During Release, the FPDS-NG connection window will open several times to update, authenticate and finalize the CAR.